#6 Rue Rouge

Anjou QC H2P 1V8

February 3, 2011

*(Leave a single space)*

Monsieur Eaton, President

The Eaton Company

#1 Oak St.

Toronto ON M4K 3T6

*(Leave a double space)*

Cher M. Eaton:

*(Leave single spaces between each paragraph. Keep paragraphs flush to the left. Do not indent.)*

I am writing you this letter today not to complain about a certain piece of clothing I received in the mail from the Eaton’s Catalogue, but to inform you about the effects this error has had on me.

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Thank you so much for taking the time to read my letter, Monsieur Eaton. I hope you can understand the hardships I have been dealing with lately and that you might find it in your kind heart to send me a new Montreal Canadiens sweater.

Yours truly,

*(Leave four spaces)*

Roch Carrier